STANDARDS AND METHODS CONTROL

Standards and Methods Control (SMC) provides writing, editing, illustration, publishing and distribution, and VTX development services to Digital organizations.

If your organization has established or is developing policies, requirements, guidelines, or standard procedures that need visibility and distribution beyond your immediate organization, Standards and Methods Control will provide you with administrative control and distribution. Types of documentation developed and distributed by SMC include:

- Digital standards, specifications, guidelines, manuals, and other documents related to product development
- Manufacturing and engineering process and tools specifications
- Organizational policies and procedures
- Material Safety Data Sheets

VTX SMC provides a description of each document available from SMC, and enables Digital employees to order documents in hard copy, electronic, or CDROM formats.

Writing and Editing Services—Writers are available to research, write, and edit your document and to coordinate reviews. SMC will work with you to produce professional, high-quality documents. Contact Lee Mirkovic (DTN: 234-4270, JOKUR::MIRKOVIC).

Text Processing and Illustration Services—SMC offers a variety of text processing and illustrating services to ensure clear and concise presentation of information. Contact Bob Laslocky (DTN: 234-4452, JOKUR::LASLOCKY).

VTX Development—SMC offers an internal VTX design and support service. This service is ideal for internal groups that distribute reference manuals, policy manuals, and large books in hard copy form to many Digital employees. VTX allows the dissemination of information to all employees who have access to the VTX Corporate Library. SMC provides an update mechanism to keep the information current. For more information, contact Chip McConney (DTN: 234-4559, JOKUR::MCCONNEY).

Distribution Lists—SMC offers distribution list creation and maintenance services for internal use. We can provide distribution lists for hard copy or on-line delivery of information, on a one-time or an ongoing basis. For more information on distribution services, contact JOKUR::SMC or Bob Laslocky (DTN: 234-4452, JOKUR::LASLOCKY).

Standards Awareness—Internal Digital standards provide the information required to produce quality, marketable, and profitable products. Standards ensure consistent development of internationally acceptable products, increase efficiency in the design, manufacture, and support of these products, and support Digital's products throughout their life cycle. SMC will help you create, revise, or obtain information about Digital standards, and offers Standards Awareness training for interested organizations. Contact Eric Williams (DTN: 234-4505, JOKUR::WILLIAMS).

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